

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

February 1 - February 29, 2004

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Peggy A. DeLaTorre, CO**

Under Contract 68-R9-01-01

Submitted
by



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EPA Contract No. 68-R9-01-01
Superfund Records Management Support, Region 9

Monthly Report
February 2004

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on February 2.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on February 5.

The Records Center Performance Measurement Reports were submitted to the TOAM on February 6.

The Contract Documents Indexing Progress Report was submitted to the TOAM on February 5.

The Contracts On-Site Box Storage Report and the Cost Package Documentation Index were updated weekly in the *Express Link* database.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were generated and submitted to the EPA CBI Officer on February 11 and 24 respectively.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

At the request of the Contracting Officer, the TOM completed the *Transition Plan for the Closeout of Contract 68-R9-01-01 at the U.S. EPA Superfund Records Center, Region 9* and submitted it to the TOAM on February 26.

Future Activities

Close-out activities will be performed as described in the *Transition Plan for the Closeout of Contract 68-R9-01-01* and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 3,248 documents and edited 5,728 index records in the Superfund Document Management System (SDMS) database for the following sites and collections:

AEROJET GENERAL CORP (RANCHO CORDOVA)
AEROLITE CHROME

ALARK HARD CHROME
AMCO CHEMICAL
APACHE POWDER CO
ARCHIE GOH DEBRIS FIRE SITE
ATLAS ASBESTOS MINE
BAKERSFIELD CHROME & BUMPER
BELLOWS AIR FORCE STATION
BROWN & BRYANT, INC (ARVIN PLANT)
BURR BROWN (TUCSON INTERNATIONAL AIRPORT AREA)
CAL TECH METAL FINISHERS
CASMALIA RESOURCES
CASTLE AIR FORCE BASE
CONTINENTAL CAN CO USA PLT 12
DATA CIRCUITS
DEL AMO FACILITY
DEL NORTE PESTICIDE STORAGE
DENOVA ENVIRONMENTAL, INC
DEVOE MARINE COATINGS
DODSON BROTHERS OIL CO
DONCO INDUSTRIES (SAN FRANCISCO)
DYNAMIC PLATING, INC
E C KRAEMER
EDWARDS AIR FORCE BASE
ENVIRONMENTAL WASTE ENTPR INC
ENVIROPUR/PRC
FORD CITY BURN DUMP
FRESNO CO DEPT AGRI
FRONTIER FERTILIZER
GAMBONINI MERCURY MINE
GARVEY AVENUE SITE
GUAM POWER AUTHORITY
GUARDSMAN CHEMICALS INC
HOLIDAY GIRL MINE
HUGHES AIRCRAFT CO (LONG BEACH)
INDIAN BEND WASH AREA
INTEL CORP (SANTA CLARA 3)
IRON MOUNTAIN MINE
IT TRANSPORTATION CORP WILMINGTON
J H BAXTER & CO (WEED)
JASCO CHEMICAL CORP (1710 VILLA ST, MT V
JENNINGS A DIV OF FL IND INC
KEYSOR CENTURY
LAVA CAP MINE
LEVIATHAN MINE
LION ADIT
LORENTZ BARREL & DRUM CO
LOUISIANA-PACIFIC CORP
MADERA GLASS CO
MAIPALAOA ROAD SITE
MCCLELLAN AIR FORCE BASE
MCCLEUR TAILINGS
MCCOLL
MCCORMICK & BAXTER CREOSOTE

MCFARLAND STUDY AREA
MCKINLEY MILL
MEW STUDY AREA
MODESTO GROUND WATER CONTAMINATION
MOFFETT NAVAL AIR STATION
MONITOR PLATING
MONITOR POLISHING & PLATING
MONTROSE CHEMICAL CORP
MORNING STAR MINE
MOTOROLA, INC (52ND STREET PLANT)
NATIONAL METALS SCHULTZ DUMP SITE
NAVAL MAGAZINE LUALUALEI
NELSON NAME PLATE CO
NEVADA POWER STATION REID GARDNER
NEVADA RADIATOR SERVICE
NEVADA WOOD PRESERVING
NEW LANDS DUMP
NEW PASS RESOURCES INC
NL INDS INC HECTOR MINE
NL INDS INC NEWBERRY SPRINGS PLT
NL INDS INC PIGMENTS & CHEM DIV LA
NL INDS INC PIGMENTS & CHEM DIV OAKLAND
NO NAME MINE (MILTON CALDER)
OAKLAND NAVAL SUPPLY CENTER ALAMEDA FAC
OCCIDENTAL CHEM CO (LATHROP)
OMEGA CHEMICAL CORP
ONE CAMELBACK
OPERATING INDUSTRIES, INC LANDFILL
ORANGE COAST PLATING
ORDOT LANDFILL TIRE FIRE
ORLAND CLEANERS
PACIFIC COAST PIPE LINES
PALOMINO VALLEY SITE
PANOCHE TIRE DUMP FIRE
PEMACO MAYWOOD
PHOENIX GOODYEAR AIRPORT AREA
PIONEER PIT AND GARDNER'S
POLAR STAR MINE
POMONA PLATING
PRC PATTERSON
PROTO METALS
PUNA GEOTHERMAL VENTURE
QUALITY PRINTED CIRCUITS
R C BAXTER
RALPH GRAY TRUCKING CO
RAMSON ENTERPRISES INC
REPUBLIC OF PALAU
RIALTO COLTON PLUME
RICHARDS W C OF CALIFORNIA
RIGEL STREET DRUM SITE
RIO TINTO COPPER MINE
ROIC/SUN VALLEY
ROUND MOUNTAIN DSPL

SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
SAN FERNANDO VALLEY (AREA 3)
SAN GABRIEL VALLEY (AREAS 1-4)
SANTOS LANDFILL
SELMA ELECTRO PLATING
SELMA TREATING CO
SENATOR MINE
SHARPE ARMY DEPOT
SIERRA PACIFIC HAYFORD
SIMPSON SHASTA RANCH
SOBEX INC
SOLA OPTICAL USA INC
SONEE HEAT
SOUTH BAY ASBESTOS AREA
SOUTH BAY BASIN
SOUTHWEST METAL INDUSTRIES
SOUTHWEST TECHNOLOGY
STAUFFER CHEM CO RICHMOND
STRINGFELLOW
SULPHUR BANK MERCURY MINE
SUNDANCE MINE
TARP (TUCSON INTERNATIONAL AIRPORT AREA)
TELEDYNE RELAYS
THE CRUZ RANCH
TRACY DEFENSE DEPOT
TUCSON AFP 44 (TUCSON INTERNATIONAL AIRPORT AREA)
TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA)
VENDO CO THE
WASTE DISPOSAL INC

Librarian IVs eliminated the indexing backlogs of the following sites this month:

AEROJET GENERAL CORP
AMCO CHEMICAL
ARCHIE GOH DEBRIS FIRE
FORD CITY BURN DUMP
MODESTO GROUNDWATER CONTAMINATION
NAVAL SUPPLY CENTER ALAMEDA ANNEX SITE
PRC PATTERSON

At the request of the TOAM, staff indexed and edited of 1,004 records for a Navajo Nation Uranium Mines special collection so that CD-ROMs could be created for RPM Patti Collins.

The site assessment Librarian IV received 3.5 lft. of new documents, of which 2.6 lft. were federal facilities documents, and processed 1 new site. In addition, .8 lft. of Oil Facility Response Plans material were received.

Staff conducted quality assurance on approximately 1.2 lft. of remedial and removal site files during February. The process includes shelf-reading, verifying that all documents are accounted for and are foldered appropriately; and that the folders contain the correct documents and are shelved in their designated locations. Staff shifted approximately 90 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 3 site files, reorganizing, purging

duplicate documents, and revising the indexing on SDMS when needed. In addition, the Librarian IV shifted 13 lft. of files to make room for new and returned documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS database.

Staff will organize and index into SDMS files for the MTBE RCRA sites.

2.2 Document Pick-up, Processing, File Management, and Storage

36.3 lft. of documents were collected from 75 Hawthorne. A total of 16 Transfer of Records forms was processed.

Document Processing staff processed documents (including removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the Indian Bend Wash South Groundwater OU AR - Update #3 Administrative Record.

Staff performed quality assurance on 1.3 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on February 13.

Staff checked .9 lft. of unindexed San Gabriel Valley (Areas 1-4) site file documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to work on the organization, verification, and retirement of material in the Box Storage Department.

The Document Processing RMS III and Information Aide will continue to process files, shelve, and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will prepare the following site files for retirement to the FRC:

BROWN & BRYANT INC. (ARVIN FACILITY)
EDWARDS AIR FORCE BASE
FEDERAL CORRECTIONAL INSTITUTE LOMPOC
JASCO CHEMICAL CO. (VILLA ST.)
LEHR OLD CAMPUS LANDFILL (USDOE)
MARE ISLAND NAVAL SHIPYARD
MEW STUDY AREA
MODESTO GROUNDWATER CONTAMINATION
MTBE RCRA
OMEGA CHEMICAL CORP.
OPERATING INDUSTRIES INC. LANDFILL
ORDOT LANDFILL
PHOENIX GOODYEAR AIRPORT AREA.
RHONE POULENC INC. ZOECON CORP.
SAN LUCY FARM AIRSTRIP
SHARPE ARMY DEPOT
TRACY DEFENSE DEPOT
WESTINGHOUSE ELECTRIC (SUNNYVALE)

2.3 Scanning

SDMS Team members scanned and quality assured documents for the following sites/collections.

After scanning, the documents were forwarded for retirement to the FRC:

AEROJET GENERAL CORP (RANCHO CORDOVA) (44 documents) (456 pages)
ALARK HARD CHROME (7 documents) (1223 pages)
APACHE POWDER CO (49 documents) (4807 pages)
BESBITO-JEDDITO DIP VAT (1 document) (220 pages)
BLUE CANYON ROAD DIP VAT (1 document) (217 pages)
BLUE GAP DIP VAT (1 document) (210 pages)
BROWN & BRYANT, INC (ARVIN PLANT) (97 documents) (3976 pages)
CAL TECH METAL FINISHERS (1 document) (3 pages)
CARSON RIVER MERCURY SITE (1 document) (83 pages)
CASMALIA RESOURCES (184 documents) (1142 pages)
COTTONWOOD DIP VAT (2 documents) (338 pages)
DALTON PASS DIP VAT (1 document) (241 pages)
DEL AMO FACILITY (1 document) (176 pages)
DEL MONTE CORP (OAHU PLANTATION) (1 document) (7 pages)
DEVOE MARINE COATINGS (1 document) (261 pages)
ENVIROPUR/PRC (16 documents) (3060 pages)
FORD CITY BURN DUMP (11 documents) (705 pages)
FRESNO MUNICIPAL SANITARY LANDFILL (1 document) (84 pages)
FRONTIER FERTILIZER (16 documents) (1041 pages)
G T METALLURGICAL/TRA-LI FIBERGLASS (3 documents) (150 pages)
G&R METALS (7 documents) (818 pages)
GAMBONINI MERCURY MINE (8 documents) (60 pages)
GILA RIVER INDIAN RESERVATION (4 documents) (125 pages)
GOLDEN TECHNOLOGY (2 documents) (105 pages)
HAMILTON TEST SYSTEMS (1 document) (79 pages)
HANFORD FOUNDRY CO (1 document) (63 pages)
HAWAII BITUMULS & PAVING CO (4 documents) (265 pages)
INDIAN BEND WASH AREA (78 documents) (922 pages)
INTEL CORP (SANTA CLARA 3) (1 document) (121 pages)
IRON MOUNTAIN MINE (286 documents) (5964 pages)
JASCO CHEMICAL CORP (1710 VILLA ST, MT V (1 document) (1 page)
JEDDITO ISLAND DIP VAT (2 documents) (430 pages)
LARGO DIP VAT (1 document) (241 pages)
LAVA CAP MINE (16 documents) (544 pages)
LAWRENCE BERKELEY LABORATORY (2 documents) (48 pages)
LEE TOADLENA DIP VAT (1 document) (128 pages)
LEVIATHAN MINE (4 documents) (75 pages)
LUPTON DIP VAT (2 documents) (366 pages)
MAIPALAOA ROAD SITE (1 document) (3 pages)
MCCOLL (50 documents) (1476 pages)
MCCORMICK & BAXTER CREOSOTE (158 documents) (5326 pages)
MEW STUDY AREA (4 documents) (247 pages)
MEXICAN SPRINGS COMMUNITY DUMP (2 documents) (234 pages)
MGM BRAKES (53 documents) (1862 pages)
MODESTO GROUND WATER CONTAMINATION (48 documents) (1399 pages)
MOFFETT NAVAL AIR STATION (1 document) (22 pages)
MONTROSE CHEMICAL CORP (1 document) (176 pages)
MORONGO LAB WASTE (1 document) (92 pages)
MOTOROLA, INC (52ND STREET PLANT) (128 documents) (3663 pages)
MTBE ARCADIA (8 documents) (1373 pages)

MTBE CHARNOCK (138 documents) (13359 pages)
 NATIONAL SEMICONDUCTOR CORP SANTA CLARA (1 document) (11 pages)
 NAZLINI DIP VAT (1 document) (134 pages)
 NEVADA POWER STATION REID GARDNER (5 documents) (539 pages)
 NEVADA RADIATOR SERVICE (1 document) (47 pages)
 NEVADA WOOD PRESERVING (1 document) (88 pages)
 NEW LANDS DUMP (1 document) (23 pages)
 NEW PASS RESOURCES INC (3 documents) (47 pages)
 NEWMAN DIP VAT (2 documents) (453 pages)
 NEWMARK GROUNDWATER CONTAMINATION (27 documents) (1314 pages)
 NL INDS INC HECTOR MINE (1 document) (3 pages)
 NL INDS INC NEWBERRY SPRINGS PLT (1 document) (3 pages)
 NL INDS INC PIGMENTS & CHEM DIV LA (3 documents) (14 pages)
 NL INDS INC PIGMENTS & CHEM DIV OAKLAND (1 document) (2 pages)
 NO NAME MINE (MILTON CALDER) (2 documents) (7 pages)
 OAK SPRINGS DIP VAT (1 document) (198 pages)
 OAK/PINE SPRINGS DIP VAT (1 document) (168 pages)
 OLD RED LAKE ROAD DIP VAT (2 documents) (415 pages)
 OMEGA CHEMICAL CORP (20 documents) (20 pages)
 OPERATING INDUSTRIES, INC LANDFILL (849 documents) (4950 pages)
 ORDOT LANDFILL (7 documents) (193 pages)
 PACIFIC FRUIT EXPRESS CAR REPAIR SHOP (5 documents) (378 pages)
 PALOMINO VALLEY SITE (2 documents) (5 pages)
 PARCEL 8 (1 document) (139 pages)
 PARLIN FORK/CA DEPT OF FORESTRY (1 document) (84 pages)
 PERCHLORATE DOCUMENTS (6 documents) (132 pages)
 PHELPS DODGE DOUGLAS REDUCTION (7 documents) (590 pages)
 PHOENIX GOODYEAR AIRPORT AREA (22 documents) (146 pages)
 PINE SPRINGS DIP VAT (1 document) (241 pages)
 PINON DIP VAT (1 document) (210 pages)
 PIONEER PIT AND GARDNER'S (3 documents) (5 pages)
 POVERTY TANK DIP VAT (2 documents) (331 pages)
 RAMSON ENTERPRISES INC (4 documents) (16 pages)
 RIALTO COLTON PLUME (30 documents) (287 pages)
 ROIC/SUN VALLEY (5 documents) (12 pages)
 SAN FERNANDO VALLEY (AREA 3) (1 document) (14 pages)
 SAN GABRIEL VALLEY (AREAS 1-4) (274 documents) (4789 pages)
 SELMA TREATING CO (27 documents) (904 pages)
 SHIPROCK #1 DIP VAT (1 document) (201 pages)
 SOUTH BAY ASBESTOS AREA (1 document) (3 pages)
 SOUTH BAY BASIN (1 document) (121 pages)
 ST MICHAELS DIP VAT (1 document) (217 pages)
 STRINGFELLOW (33 documents) (200 pages)
 SULPHUR BANK MERCURY MINE (159 documents) (2621 pages)
 TARP (TUCSON INTERNATIONAL AIRPORT AREA) (33 documents) (500 pages)
 TOHATCHI - OAKSPRING DIP VAT (2 documents) (413 pages)
 TUCSON AFP 44 (TUCSON INTERNATIONAL AIRPORT AREA) (33 documents) (500 pages)
 TUCSON WEST CAP (TUCSON INTERNATIONAL AIRPORT AREA) (34 documents) (762 pages)
 UPPER FRUITLAND DIP VAT (2 documents) (329 pages)
 VALLEY WOOD PRESERVING INC (1 document) (1 page)
 VAN DER HORST CORPORATION OF AMERICA (2 documents) (14 pages)

WASTE DISPOSAL INC (172 documents) (3587 pages)
WESTERN PACIFIC RAILROAD CO (2 documents) (2 pages)
WHIPPOORWILL DIP VAT (1 document) (134 pages)

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 6 SCAP accomplishment documents and entered the document IDs into the WasteLAN database. The completed SCAP route slips were returned to the EPA WasteLAN Coordinator.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents, and enter the SDMS document IDs into the WasteLAN database.

2.5 Financial Documentation/Cost Recovery Packaging

Four Financial Cost Documentation Packages for the following sites were processed through the Program copy:

MONTROSE CHEMICAL CORP/DEL AMO FACILITY (SSID 36)
HASSAYAMPA LANDFILL (SSID B8)

Cost Recovery Department staff scanned 1,666 documents into the SCORPIOS system. Total scanning hours: 93.5

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on January 29.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 4.9 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 108 requests for documents, performed 428 database searches in SDMS, and provided 12,456 documents for EPA staff and other requesters.

Thirty-one indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS database.

3.1 Freedom of Information Act (FOIA)

In response to a FOIA request, on February 11, staff met with RPM Russ Mechem to discuss the Waste Disposal, Inc. consent decree. Indexing requirements were resolved so that this document could be copied to CD-ROM.

Staff provided 11 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 10 requests for the following sites:

BASIC MGMT INC
CORNELL-DUBILIER ELECTRONICS DIV
MONTROSE CHEMICAL CORP
MOUNTAIN VIEW MOBILE HOMES
OCCIDENTAL CHEM CO (LATHROP)
R&R INDUSTRIAL WASTE HAULERS INC
SAFETY KLEEN CORP (TUCSON)
SAN FERNANDO VALLEY
SAN GABRIEL VALLEY
SULPHUR BANK MERCURY MINE
TUBA CITY SCHOOL BUS YARD
WASTE DISPOSAL INC

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 4,337 non-FOIA-related pages for EPA and other requesters and sent approximately 1,058 pages off-site to a copy service. In addition, staff printed 215 pages from SDMS.

At the request of RPM Nadia Hollan, 21 documents from the Motorola, Inc. (52nd St. Plant) site were redacted, so that CD-ROMs could be produced for release to the public.

At the request of EPA staff, 3 documents from the Sulphur Bank Mercury Mine site and 8 documents from the Purity Oil Sales Inc. site were redacted in preparation for upcoming ARs.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 13 requests for documents on CD-ROMs. A total of 659,505 pages was transferred to CDs. Collections were provided for the following sites:

ABANDONED URANIUM MINES PROJECT
INDIAN BEND WASH SOUTH
LAVA CAP MINE
MTBE TUBA CITY
MCCORMICK & BAXTER CREOSOTING
MOTOROLA, INC (52ND STREET PLANT)
OPERATING INDUSTRIES, INC. LANDFILL
SAIPAN CAPACITORS
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
WASTE DISPOSAL INC.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No work was performed under this task this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in February:

- Gambonini Mercury Mine Removal AR #2, sent February 6
- Indian Bend Wash South Groundwater OU AR, sent February 25
- Lava Cap Mine, Mine Area Operable Unit (OU-1) AR, sent February 12
- Pioneer Pit/Gardner's Point Placer Mines AR, sent February 5

On February 2, staff met with ORC attorney Bill Keener to discuss the lien file collection. Indexing requirements were resolved so that work on this project could be completed.

On February 13, the RIM IV/Head Indexer met with RPM Melissa Pennington to discuss the Indian Bend Wash South Administrative Record so that work on the project could continue.

On February 5, the RIM IV/Assistant Manager submitted the monthly report of the Administrative Record Quality Assurance Project for January.

Work-performed compilations for the following sites were created or updated:

- CASMALIA RESOURCES (SSID 3H)
- CUSTOMS MUNITIONS SITE (COMPTON)
- INDIAN BEND WASH AREA (INDIAN BEND WASH (NO)-SCOTTSDALE) (SSID 20)
- McCOLL (SSID 04)
- SULPHUR BANK MERCURY MINE (SSID K2)
- TUCSON SOURCES (TUCSON INTERNATIONAL AIRPORT AREA) (SSID 1C)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No work was performed under this task this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

- The TOM held an all-hands staff meeting on February 24.
- The TOM held a Managers/Supervisors meeting on February 20.
- The TOM held an SDMS Department meeting on February 11.
- The RIM IV/Assistant Manager held a meeting with special projects staff on February 3.
- The RIM IV/Circulation Department Supervisor held departmental meetings on January 28, February 3, 12, and 18.
- The RIM IV/Head Indexer held a departmental meeting on February 17.
- The RIM IV/Cost Recovery Supervisor held a departmental meeting on February 23.
- The RIM IV/Computer Support Department Supervisor held a departmental meeting on February 12.

The TOM requested and received approval for purchase of: printer toner cartridges from Uptime Resources on February 3, and computer security systems from Provantage Corp. on February 6.

The RIM IV/Circulation Department Supervisor initiated in-depth training for the newly hired Information Specialist II and coordinated with staff from other departments for orientation to procedures throughout the Records Center.

Future Activities

Staff meetings will be conducted by the TOM and department heads.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well-stocked and in working order.

Training for new staff will be conducted in accordance with the Records Center quality assurance training program.

Task 6: Training and Orientation

No work was performed under this task this reporting period.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on February 18.

Staff assisted the following EPA staff persons with technical problems relating to SDMS: S.J. Chern on January 30, Russell Mecham on February 10, Wayne Praskins on February 23, and Ann Chan on February 23.

At the request of the TOAM staff provided support to image support contractors from Research Triangle Park, NC and EPA Region 6 during the installation of WI-SDMS on February 16-19.

Computer Support Department staff continued to convert SDMS TIFF images scanned prior to December 3, 2003 to searchable PDF format. Over 156,000 documents (1,502,000 images) have been converted as of February 25. A summary report on the progress of this project was sent to the TOAM on February 13.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The TOM attended a national Superfund Records Manager/SDMS Workgroup teleconference meeting on February 18.

Future Activities

Staff will attend a national Superfund/SDMS teleconference meeting in March.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this period.

III. PERSONNEL ACTION

There were no personnel actions this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 15 new projects. In addition, the TOAM submitted 6 requests for information or support in person, via telephone, or via E-mail.

Superfund Records Management Support, Region 9 (Contract #68-R9-01-01)

February 2004

New File Footage

New Files Received	Footage	Year to Date
3,388 LFT	31.9 LFT	180.7 LFT

Inventories

Records Surveyed	Year to Date
59.5 LFT	380.4 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	110.1 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
57	3	0	0	29	0	0	6	95